

Summary Minutes
IT Strategic Plan Committee
Friday, July 30, 2004
14:00 pm – 16:00 pm

The meeting came to order at 14:15 p.m. at 3200 Fifth Avenue, Sacto

Committee Members and staff attending: Clark Kelso, Andrew Armani, Bernard Soriano, Ben Williams, Pat Yerian, Jon Fullinwider, Claudina Nevis
Working Group members attending: Gary Arstein-Kerslake, Terese Butler, Christy Quinlan, Mitch Coppin, Karan Marsh for Ann Barsotti, Craig Grivette, Debbie Leibrock

Committee and Working Group members absent: Carlos Ramos, Ann Barsotti, John Lane, Calvin Rogers

Meeting documentation distributed & reviewed:

1. Agenda;
2. Attachment I: Straw Man Mission Statement;
3. Attachment II: Straw Man Strategic Plan Goals (Revised 7/30/04);
4. IT Strategic Plan Committee Charter, Deliverables, Committee Members and Working Group Members, and
5. IT Plan for the Plan

Action: Attachment I: Straw Man Mission Statement

The Committee adopted the proposed statement after moving *manage* to follow *deploy* as recommended by Craig.

Action: Claudina to send email notice to all members for the committee scheduled meetings.

Action: Attachment II: Straw Man Strategic Plan Goals (Revised 7/30/04);
After Ben Williams asked goals be finalized before the next committee meeting, the committee adopted documented goals with minor adjustments and agreed to start working on the objectives.

Attachment II modification: The Data Center Operations Committee was added as the lead to Goal # 3 (Make smart services easily available to California residents and state clients).

Action: Craig suggested there is need in the Plan to focus around vertical markets, ie. certain communities like transportation...Ben thinks this can be covered in governance. The CIO suggested using something like the CPR cross-cutting and focus teams to facilitate this aspect of the plan.

Action: Ben needs a meeting scribe and a meeting facilitator for future committee meetings. Bernard will check on the availability of CPR support staff and Terese has someone in mind for the facilitator and document drafting.

IT Strategic Plan Committee Minutes

Action: There was consensus that the plan needs a vetting process including external input. This committee is going to be the first organization to implement a CPR recommendation. Clark suggested the CPR Commission meeting in San Jose could be an opportunity for the external vetting of the Plan; he will check on the feasibility.

Action: Ben proposes that the Plan size should be no more than 20 pages with a lot of supporting attachments. All agreed.

Action: Christy recommended using the Council Working Groups in addition to the Council and external stakeholders to get buy-in for the Plan before adoption and publishing.

REVIEWED Plan Strategy:

1. The plan should provide sufficient detail to guide state departments and the Department of Finance on the actions they should take to approve individual actions. It should not be so general that anything can fit under the tent.
2. The plan must be credible and it must be achievable.
3. The timeline initially is very short. The delivery date (November 1, 2004) was established by Governor Schwarzenegger. After the initial plan is prepared, it should be reviewed every one to two years and modified as needed. The Judicial Council has a process for periodically evaluating accomplishments under its plan, which is a model we may adopt.
4. This will likely have to stand alone, as Clark does not expect that there will be a comparable State Strategic Business Plan.

REVIEWED Timeline: The following high-level timeline was adopted for Committee actions:

<u>Deliverable</u>	<u>Completion Date</u>
1. Establishment of Working Group(s)	July 23, 2004
2. Plan for the California IT Strategic Plan	July 30, 2004
3. Complete Mission Statement and high level goals	August 20, 2004
4. Complete first draft of detailed goals and objectives	September 1, 2004
5. "Progress" draft of conceptual Plan to Council members	September 17, 2004
6. Review of final draft Plan by IT Council members	October 20, 2004
7. IT Council formal review and approval	October 29, 2004
8. Revise final Plan, incorporating Council changes	October 31, 2004
9. Complete draft Executive Order and GAR	November 1, 2004

REVIEWED Other Factors to be considered in preparing the Plan:

- ◆ State (central) vs. departmental responsibilities
- ◆ Small and very small departments
- ◆ Baseline cost and infrastructure information (needed ASAP)

IT Strategic Plan Committee Minutes

- ◆ Inclusion (or not), to some more limited extent, of State agencies outside the Executive Branch and local governments
- ◆ “Ownership” must come from Governor, Agency secretaries, department directors, and senior CEAs, not from the State CIO

REVIEWED Committee Meeting Schedule:

- ☑ Friday, July 30, 2:00-4:00 p.m., McGeorge School of Law
- ☑ Friday, August 13, 9:00-12:00 noon, Location to be determined
- ☑ Friday, August 27, 9:00-12:00 noon, Location to be determined
- ☑ Friday, September 10, 9:00-12:00 noon, Location to be determined
- ☑ Friday, September 24, 9:00-12:00 noon, Location to be determined
- ☑ Friday, October 8, 9:00-12:00 noon, Location to be determined
- ☑ Friday, October 22, 9:00-12:00 noon, Location to be determined

The meeting was adjourned at 13:15 p.m.